# PANOPTO RECORDER

Downloading and Installation

Downloading Panopto

1. If you have not been set with a Brightspace, D2L, or Panopto account, please contact Media Services at mediaservices@mcw.edu. Please include the course you will be recording webcasts for.

2. Go to **mcw.hosted.panopto.com**. Login with your Brightspace, D2L or Panopto credentials. If you're logging in using Brightspace, you will need to select **Panopto Access** from the Brightspace login page.

3. On the top right corner, below your name, click the Download Panopto link.

4. When the new window appears, download the version of software that complies with your Operating System.
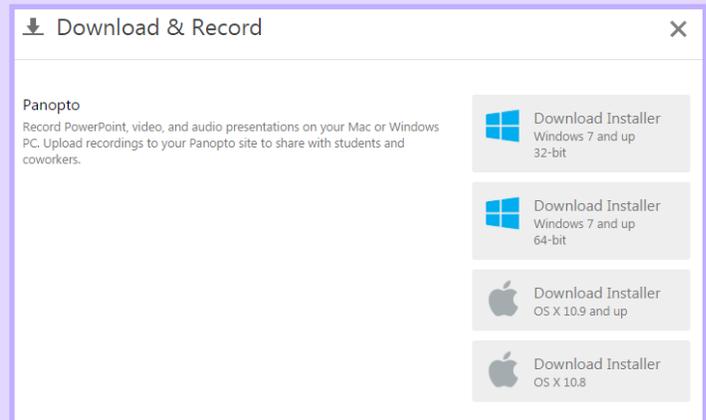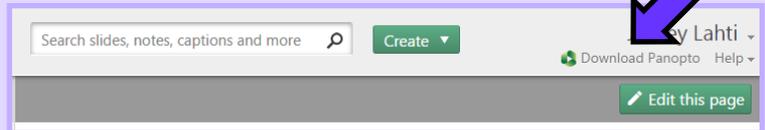
Installing Panopto

1. Open the completed download file.

2. On the first page of the installation, ensure that the Panopto Web Server is listed as "**mcw.hosted.panopto.com**". This will ensure that you are connected to MCW's Panopto website.

3. Finish the installation.
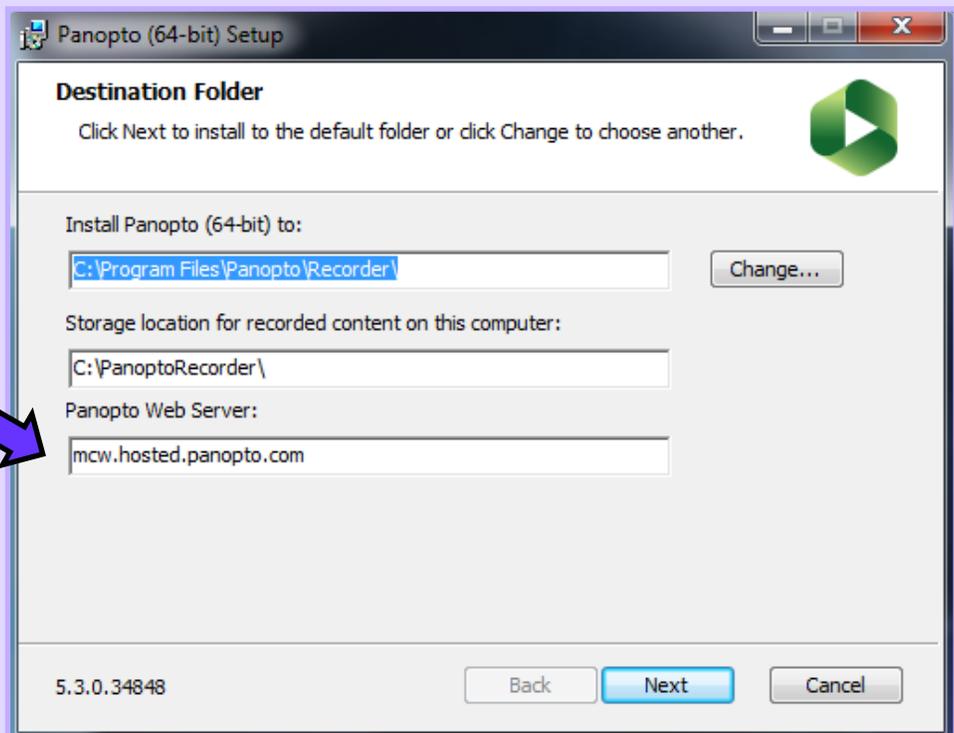
Configuration

Configuring Panopto

1. Opening the Panopto Recorder for the first time will prompt you to sign in. Selecting **Sign in** will open a browser to the Panopto site. Choose your method of login and press **Sign In**. Enter your credentials. Once logged in, you will be sent back to the Panopto program.

If you have a Brightspace login, select **Panopto Access from the **Brightspace** login screen and key in your MCW credentials on the new page.**

MCW Students, staff, and faculty: Please note that **you cannot** provided in the following ways:

- Students: log into MCWconnect (https://sis.mcw.edu) and click th credentials
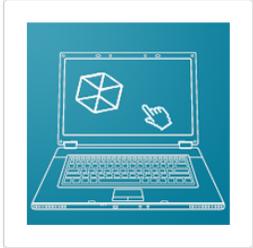- Faculty/staff: log into MCWconnect as described above, or use th

Panopto Access - Use this link for Panopto access from within the F

Thank you!

Username *

Password *

Log In

Primary Sources

Video   Microsoft LifeCam HD-3000
Audio   Desktop Microphone (2- HD-3000)
Quality Ultra
☐ Capture Computer Audio

2. The Panopto recorder should automatically detect your microphone and webcam (If you choose to not use a webcam, select **None** under the video drop-down). If the correct device is not selected, from the drop-down menu select the appropriate device.

3. Select **Ultra** as your quality setting. This will produce the best quality recording.

4. Select **Capture Computer Audio**. This will record any sounds that are played on your computer.

Recording

Recording a Panopto presentation

1. Under Session Settings, you will see an option to select the Folder to house your recording. From the drop-down menu, select the folder that corresponds with the course you're recording the lecture for. If you are not planning on uploading your recording right away, please select **Offline Recording** on the bottom left hand corner of the drop-down menu. You will be able to upload the recording later.
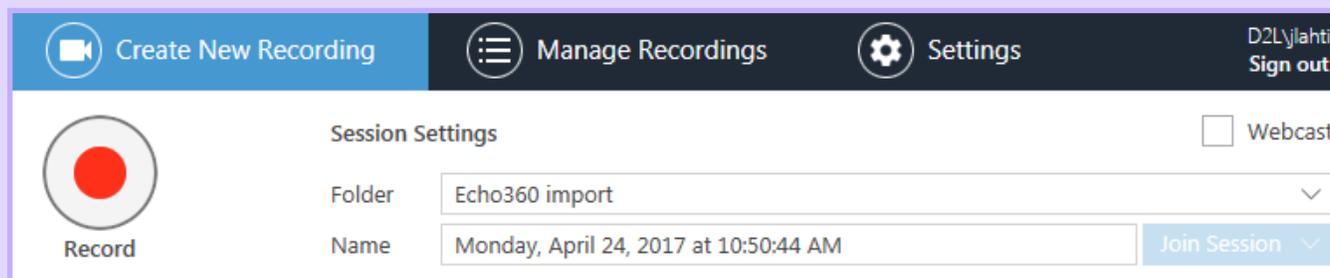
2. Type in the name of your recording. **If you're livestreaming the session, check the Webcast box.**

3. The sliding bar with the colored meter displays the input level
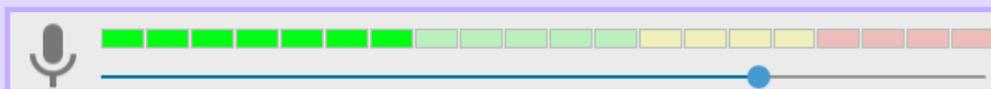
for your microphone. Practice speaking and adjust the bar until the meter just enters the yellow. Audio in the red may be too loud and can become distorted.

4. There are two options to select your content source:

   - If using PowerPoint, select **Capture PowerPoint** from the Secondary Sources list. If you already have your PowerPoint presentation in slideshow mode, the software will automatically record the presentation once you select **Record (F8)**. If you do not have PowerPoint started, you can select "**Open a Presentation**" from the Content preview pane. Navigate to your presentation. You will be prompted to start the recording after PowerPoint opens. If you choose no, selecting **Record** or pressing F8 will start the presentation in slideshow mode.
   This method will create a table of contents if PowerPoint slides are titled correctly.

   - If you are not using PowerPoint or if you are using multiple forms of content, select the screen you will be displaying your content from the Secondary Sources pane and select **Record** or press **F8** to start the recording.

   - If you need to include cursor movements, be sure to select **Main Screen** as an option.

5. Depending on how you started the recording, the program may have minimized itself. Once you've finished your recording, navigate back to the Panopto Recorder and select **Stop** or press **F10.** You will now be asked if you would like to **Delete and record again** or **Upload.**

6. If you uploaded the recording, you will be sent to the **Manage Recordings** section. Here you can monitor the upload progress and manage your other recordings.

If you have a question or are experiencing difficulties, please contact Media Services at mediaservices@mcw.edu or 414-955-2499

Manage/Edit Recordings

Under the **Manage Recordings** tab you can manage your offline/uploaded recordings.

If you have not uploaded a recording, you can upload the recording to the server or delete the session. Selecting **Upload to Server** will prompt you to choose the desired course to **Add New Session**. Key in the title of your recording under **Session Name** and select **Upload New Session**. You can now monitor the progress of the upload.

Once your recording has finished uploading/processing, you will be able to View and Edit the recording. Selecting **View** will open the recording on the Panopto website. Selecting **Edit** will open the Panopto Editor.

If you need to remove any part of the recording, select the scissors tool from the timeline. Selecting the scissors tool, will display green tabs on the beginning and the end of the recording. If you would like to change where the recording starts, drag the beginning tab to the desired starting point. To change the where the recording ends, drag the ending tab to the desired end point. If you need to remove part of the recording in the middle, hover over the desired section with your cursor and drag until you reach the endpoint of your edit. Once you are satisfied with your edits, select **Publish** on the top right of the screen to process your edits. **Revert** will discard any changes you've made.